
Appendix K

Standard Extractions

Please read this appendix in its entirety before attempting the process.

Ever want to get a quick summary report of the TIP data on your PC but found it a troublesome process? Ever wish you could get the report in the format you wanted? Please take note of the following:

The Trip Interview PC Entry Program has a self contained feature for generating reports. It is found under the **Reporting** heading on the menu bar. This feature is documented in Chapter 10 - File Extraction and Reporting of the TIP documentation. To promote this feature and to ease the burden of creating reports a series of standard extractions and reports have been prepared. To use this feature as described, the user will need a working printer hooked up to the PC. Contact the TIP coordinator if you experience problems with this.

The standard extractions and reports are available in the latest program update on the TIP website. They first were made available on 01/10/2001. Check the website for new updates of the program. Generally important updates will be accompanied by e-mail notice.

Each TIP report generator extraction has an accompanying report template. The extraction names match the report names. The reports summarize measurements in 5 basic formats: by **sampling site and species**, by **reporting state, county, and species**, by **fishing mode, trip type, and fishery**, by **species, length type for max-min-avg length**, and by **species, part(s) taken, and sex**. The first 3 formats are sub-divided into reports which are summarized by 1) the entire year, and 2) each quarter-year (Jan-Mar, Apr-June, Jul-Sep, Oct-Dec). This makes 5 reports under each basic format or 15 reports in all. For now, I have taken the liberty of creating report extractions for years 2000 and 2001, with 15 reports for 2000 and 15 for 2001 making 30 in all. The last 2 formats are on an annual basis only for year 2000. This makes a total of 32 standard extractions which are included as of 01/10/2001.

The year 2000 extractions and reports all begin with the standard name type **EXTR******. The **EXTR01**** files = Observations (measurements) by sampling site code and species. The **EXTR02**** files = Observations by reporting state code, county code, and species. The **EXTR03**** files = Observations by mode,trip type, and fishery as defined in TIP documentation. **EXTR04**** files = Observations by species, length type for max-min-avg length. **EXTR05**** files = Observations by species, part(s) taken, and sex.

The annual and quarterly extractions and reports for year 2000 are named as follows:

EXTR0100 = Annual summary of observations by sampling site code and species.

EXTR0101 = Jan-Mar summary "" "".

EXTR0102 = Apr-Jun summary "" ".
EXTR0103 = Jul-Sep summary "" ".
EXTR0104 = Oct-Dec summary "" ".
EXTR0200 = Annual summary of observations by state, county, and species.
EXTR0201 = Jan-Mar summary "" ".
EXTR0202 = Apr-Jun summary "" ".
EXTR0203 = Jul-Sep summary "" ".
EXTR0204 = Oct-Dec summary "" ".
EXTR0300 = Annual summary of observations by mode, trip type, and fishery.
EXTR0301 = Jan-Mar summary "" ".
EXTR0302 = Apr-Jun summary "" ".
EXTR0303 = Jul-Sep summary "" ".
EXTR0304 = Oct-Dec summary "" ".
EXTR0400 = Annual summary of observations by species, length type for max-min-avg.
EXTR0500 = Annual summary of observations by species, part(s) taken, and sex.

The year 2001 reports follow the same standard naming process except the first four characters of the name are **EX01** instead of **EXTR**. Agents can modify the extractions for other years as they become familiar with the program. It is suggested that if agents wish to modify the dates of the extractions, they do this to the **EX01** extractions and leave the **EXTR** types alone. The reports will accept extractions from any year. To modify dates, refer to Chapter 10 of the TIP documentation. More extractions and reports can be created by the TIP coordinator on request.

THE EXTRACTION MUST BE RUN BEFORE THE REPORT CAN BE PRINTED.

To run an extraction, proceed step by step as follows: Start the TIP program. Go to the **Reporting** menu heading and select it. Select **Run Extraction**. A list of the file extractions will appear. Please **write down the extraction name you are selecting. You will need it later.** Select the extraction you wish to run according to the naming standards described above. The program will then provide a list of output file types; select **Database File <Type DBF>** from the list. The program will then ask you to enter an output file name. **Enter the name you just wrote down.** The output file will have the same name as the extraction file and the report file. If an 'Overwrite file' message appears, select 'Y'. Wait for the extraction to run. When the completion message 'file was successfully extracted etc.' is displayed, press any key. This takes you back to the **Reporting menu**. Now select **Print Reports** from the reporting menu. A list of report file names will come up. **Carefully select the same name as you just wrote down for the extraction** (disregard extension). The report should print.

If no printer is available, it is still possible to view the report on the PC. To do this proceed exactly as follows: Do all of the steps above, **except** instead of doing the final step of selecting 'Print Reports', select the **Customized Reporting** option under the Reporting menu heading. Then select the report you wish to view. The report will appear in its template format. Once you see this report screen press <Ctrl-I> on your keyboard. You will then be able to see the report on a one screen at a time basis. To move to the next section of the report, select **More** on the bottom of the report screen. You will only be able to view the report from beginning to end, not in reverse. Once you are finished viewing, select **Done** at the bottom of the report screen. When the screen changes back to the report template, press **Esc** and you will go back to the main menu screen. Please be careful not to make any changes to the report template unless you have read and understand the documentation in Chapter 10. If you have any problems or questions concerning TIP, contact: Josh Bennett (305) 361-4485.